

~~SECRET~~

ILLEGIB

22 March 1963

MEMORANDUM FOR THE RECORD

SUBJECT: Issuance of Representational Furniture and Equipment

REFERENCE: Memo for SSA-DD/S dtd 15 March 63 frm C/AS, subj: same

25X1

25X1 1. This morning I met with Messrs. [ ] and [ ], FE Division, to discuss the memo which we received from the Chief, Audit Staff. I also briefed them concerning my conversation with Messrs. [ ] on the same subject.

2. The Division was aware of two instances of silver tableware being purchased by field stations, since both had been approved in advance. The Division was not aware of others which had been purchased but which were not on the table of allowances. All three felt that the purchase of any luxury or prestige item, on anything else associated with personal tastes or recreation, should be approved in advance by the Chief, FE Division. A book dispatch is being sent to all FE Stations to make this clear.

3. It would appear that no further action is required at this time. FE Division can control the situation at FE stations, and if the problem is reported in an audit of some station in another division it can be handled in the same manner.

*JBR*

Deputy SSA-DD/S

25X1

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

Brad:

Re representational furniture:

We have been unable to locate anything in the way of policy other than the following:

1.

".....Should the furniture and furnishings obtainable from the cover facility be clearly inadequate for the representational and operational needs of the employee, the COS may authorize the purchase of additional furniture and furnishings, which will be station property for future use."

2. Memorandum from DD/S dated 31 Aug 60 re shipment of excess HHE, attached.

3. Foreign Affairs Manual § 784.2, 3 & 4 with exhibits lists those items of furnishings, over and above that normally supplied, authorized for Principal Officers, Deputies, Chiefs, etc. Such items as crested china and glassware, sterling silver flatware, candelabra, tea & coffee services, are included.

4. A comparison of Agency representation allowance with the Foreign Service Manual and Standardized Regulations, prepared by  when he was with SSA attached.

JPH

25X1

25X1